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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)

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**October 10, 2014**

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**CLASSIFICATION & TREATMENT OFFICER I—(Lyon County —Western KY Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:**  
Graduate of a college or university with a bachelor's degree.

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**CLASSIFICATION & TREATMENT OFFICER I—(Muhlenberg County —Green River Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:**  
Graduate of a college or university with a bachelor's degree.

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**CLASSIFICATION & TREATMENT OFFICER II—(Bell County—Bell County Forestry Camp) — Grade 13 — (\$2,670.20 - \$3,554.70) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional correctional, counseling, social work or related experience. A master's degree in social work, sociology, counseling and guidance or a related field will substitute for one year of the experience.

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**CORRECTIONAL LIEUTENANT—(Shelby County —KY Correctional Institution for Women) Grade 11—(\$2354.04 - \$3118.28) MIN REQUIREMENTS:** High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

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**INTERNAL POLICY ANALYST III— (Franklin County—Central Office/Research & Grants)—Grade 15—(\$3230.84-4280.10) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Morgan County — Eastern KY Correctional Complex) Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**OFFENDER INFORMATION SPECIALIST I— (Oldham County —Roederer Correctional Complex) Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS:** Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

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**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

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October 10, 2014

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**OFFICE COORDINATOR—(Laurel County—Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of business or administrative experience. Additional admin, business or clerical experience will substitute for the required education on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Wolfe County –Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PLUMBER LICENSED SUPERVISOR—(Shelby County—KY Correctional Institution for Women) Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

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**PROBATION AND PAROLE INVESTIGATOR-(Pulaski County—Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE OFFICER- THREE Positions-(Jefferson County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (McCracken County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (Wayne County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PURCHASING OFFICER II—(Franklin County—KY Correctional Industries)—Grade 11—(\$2135.90 - \$2829.30) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in business, marketing or a related field. Must have one year of purchasing officer experience. Experience as a purchasing clerk or at a higher level within the purchasing field will substitute for the required college on a year-for-year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement **OR** certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

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**WELDER III — (Morgan County—Eastern KY Correctional Complex)— Grade: 11— (\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS:** No educational requirement.  
**EXPERIENCE:** Must have four years of welding experience. Vocational or technical school training in welding or a related field will substitute for the experience on a year-for-year basis.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9-(\$1,823.90 - \$2,416.22)  
MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**